



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 721.1

Job Title: **LICENSED VOCATIONAL NURSE**

Pay Grade: 12

GENERAL SUMMARY:

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

RESPONSIBILITIES:

- Interviews patients and records their medical history; verifies medical history, screens immunization records.
- Administers and issues medications; administers injections and skin tests; takes blood pressure, temperature, pulse and respiration and other testing. Assists with patient follow-up; assists nurse or physician as directed.
- Maintains inventory of supplies and medications and cleanliness of the office/clinic.
- Assists in compiling statistical data for reports.
- May make referrals and keep records.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

EXPERIENCE:

One year of nursing experience is required.

Must have a current vocational nursing license from the State of Texas.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Licensed Vocational Nurse

Effective: October 1990

Revised: December 1992